

DEPARTMENT OF THE NAVY
Office of the Secretary
Washington, DC 20350-1000

SECNAVINST 5420.170H
DASN (RA)
5 March 1993

SECNAV INSTRUCTION 5420.170H

4. Composition

From: Secretary of the Navy
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: THE NATIONAL NAVAL RESERVE
POLICY BOARD (NNRPB)

Ref: (a) Title 10, United States Code,
Section 5251(c) (NOTAL)

Encl: (1) Prescribed format for Submission
of Agenda Items to the NNRPB

1. Purpose. To prescribe policies and procedures for the administration of the National Naval Reserve Policy Board (NNRPB).

2. Cancellation. SECNAVINST 5420.170G and Report Symbol SECNAV 1001.1.

3. Background. The NNRPB was established following the statutory requirements in reference (a), which provide that: "A Naval Reserve Policy Board shall be convened at least once annually at the seat of the government to consider, recommend, and report to the Secretary of the Navy on Reserve policy matters. At least half of the members of the Board must be officers of the Naval Reserve."

a. The NNRPB will be composed of a board (R) representation of highly qualified individuals from the Navy Total Force, Line and Staff communities: Selected Reserve, Regular and Training and Administration of Reserve (TAR) personnel, including female and minority representation. To ensure that the NNRPB contains experience and expertise from as many components of the Navy's Total Force as practical, the membership will consist of 21 voting members, 17 officers and 4 enlisted. Application submission deadlines and requirements to fill vacancies on the Board will be promulgated by the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)). The following table provides the general areas from which applicants are solicited:

R)	Chairperson, NNRPBP: CNO (Dir, Strategy, Policy Division):	1 Flag	Selected Reserve
	CNO (OPNAV Staff):	1 Flag	Regular
A)	FLT CINC (LANT/PAC):	1 CAPT/CDR/LCDR	Regular/TAR
	BUPERS:	1 CAPT/CDR/LCDR	Regular
	COMNAVRESFOR:	1 CAPT/CDR/LCDR	Regular/TAR
		1 Naval Reserve Force Master Chief	TAR
R)	NAVRESREDCOM/NAS/ NAR/NARC/NRF: Selected Reserve (various type units):	1 CAPT/CDR/LCDR 10 FLAG/CAPT/CDR LCDR/CWO	TAR
R)		3 MCPO/SCPO	Selected Reserve
	Total:	21 (17 Officers/4 Enlisted)	Selected Reserve

0579L00563090



SECNAVINST 5420.170H

5 March 1993

b. All members serve annually at the option of the Secretary of the Navy, normally for 3 years.

R) c. All members applying for the NNRPB should have 3 years of service eligibility remaining (e.g., not affected by High Year Tenure (HYT), age/promotion limitations).

d. Individuals selected for membership on the NNRPB will be notified by the Deputy Assistant Secretary of the Navy (Reserve Affairs).

5. Administration

a. The NNRPB will be convened by the ASN(MRA).

b. The Chairperson of the NNRPB shall determine the rules of procedure for the meetings, may appoint such standing and special committees as necessary, and shall submit a report of the Board's proceedings via the Chief of Naval Operations and the ASN(M&RA) to the Secretary of the Navy.

R) c. Individual members of the NNRPB will be invited to Washington, DC, on the occasions of each meeting and will be issued Active Duty for Training/Temporary Additional Duty orders for the period necessary to attend the designated session and to complete travel. Acceptance of the orders is voluntary; however, all members are expected to attend the regularly scheduled sessions. Those members unable to attend will usually be replaced in order to ensure full membership and representation at each meeting of the NNRPB.

d. The proceedings of the NNRPB will be published annually by the ASN(MRA) through the Navy directives system.

6. Board Convening Periods. The NNRPB will meet at the beginning of each calendar year for approximately 3 days for the purpose of obtaining briefings on current issues, indoctrinating new members and making organizational and administrative preparations for the annual meeting, which is held for

a period of 2 weeks, normally in September. The Secretary of the Navy may request that the Board, specific committees, or individuals meet at other times as necessary.

7. Action. The Chief of Naval Operations shall:

a. Submit nominations for membership on the NNRPB as requested by the ASN(MRA). Three nominations are required for each vacancy. Nomination packages shall include the member's biography, promotional history, and, in the case of Selected Reserve officers, the Naval Reserve Qualification Questionnaire (NRQQ). (R)

b. Establish procedures for the timely submission of policy matters to be referred via the Chief of Naval Operations to the NNRPB by all Navy activities, including Naval Reserve activities, and individual active, inactive and retired military members of the Navy. All items submitted for consideration by the NNRPB shall use the format prescribed in the enclosure.

c. Review all items for appropriateness prior to submission to the NNRPB. Take action, as necessary, or administrative matters not involving policy, and notify the originator of the action taken. Forward the remaining items for consideration by the NNRPB, with comments and recommendations, to the ASN(MRA) not later than 30 days prior to the month in which the NNRPB is scheduled to convene.

d. Receive and forward the report of the NNRPB, together with appropriate comments and recommendations, to the Secretary of the Navy, via the ASN(MRA), no later than 45 days after the NNRPB recesses.

e. Submit periodic status reports to the ASN(MRA) on all items approved by the Secretary of the Navy. The report will include actions completed during the period, and the status of action required to complete implementation. A formal status brief shall be presented at the spring/fall session of the NNRPB. (R)

- R) **8. Report.** The reporting requirement contained in paragraph 7 is exempt from reports control by SECNAVINST 5214.2B.

F. B. KELSO, II
Secretary of the Navy
(Acting)

Distribution:
SNDL Parts 1 and 2
All Naval Reserve Flag Officers (60 copies)

Assistant Secretary of the Navy
(Manpower and Reserve Affairs)
The Pentagon Room 4E775
Washington DC 20350-1000 (75 copies)

SECNAV/OPNAV Directives Control Office
Washington Navy Yard Building 200
901 M Street SE
Washington DC 20374-5074 (20 copies)

Stocked:
Naval Aviation Supply Office
Physical Distribution Division Code 103
5801 Tabor Avenue
Philadelphia PA 19120-5099 (500 copies)

5 MAR 1993

PRESCRIBED FORMAT FOR SUBMISSION OF AGENDA ITEMS TO THE NNRPB

(Forward through the chain of command to CNO)

Subject:

Problem/Discussion:

Recommendation:

Local Policy Board Recommendations: (if applicable)

Chain of Command Recommendations: (if applicable)

CNO Recommendations:

OPNAV Action Officer: (Include name, office code and telephone number)

Enclosure (1)